

REPORT TO THE CITY COUNCIL EXECUTIVE SUMMARY SHEET

DATE REPORT ISSUED: November 2, 2010
 ATTENTION: Land Use and Housing Committee
 ORIGINATING DEPT.: Engineering and Capital Projects
 SUBJECT: As-Needed Civil Engineering Design Services Agreement with Harris & Associates
 COUNCIL DISTRICT: Citywide
 STAFF CONTACT: Tony Heinrichs 619-236-6274 or James Nagelvoort 619-533-3616

REQUESTED ACTION:

- Authorizing the Mayor, or his designee, to execute an agreement with Harris & Associates to provide as-needed professional civil engineering services in an amount not to exceed \$2,000,000;
- Authorize the Chief Financial Officer to expend an amount not to exceed \$2,000,000 over 3 years for the purpose of funding the As-Needed Civil Engineering Services agreement with Harris & Associates;
- Authorize the Chief Financial Officer, upon advice from the administering department, to transfer excess funds, if any, to the appropriate reserves;
- Authorizing the Chief Financial Officer to expend \$1,000 from WBS S-10042, Fitting Facility Expansion, Fund 400676, Equipment Division CIP Fund, the purpose of executing this agreement.

STAFF RECOMMENDATION:

Forward to City Council for consideration and approval.

EXECUTIVE SUMMARY:

The City utilizes the As-Needed Engineering and Architectural Consultant Services agreement to perform various engineering services in support of the execution of its Capital Improvement Program (CIP) projects. As-needed consultants provide professional engineering services within specific disciplines for various projects Citywide. To design a typical CIP project, the City frequently utilizes consultants that provide various engineering resource specialists. Several factors such as workload, required expertise and schedule weigh into the decision to determine how to acquire the project design. Because the amount of time required for developing a scope, advertising, scheduling interviews, evaluating, and awarding a contract can be quite lengthy, use of an as-needed contract proves very beneficial and efficient in the timely procurement of the required services. Task orders are issued to as-needed consultants based on work load and expertise required.

This Agreement will retain the services of an engineering firm to provide professional civil engineering and design services on an as-needed, hourly fee basis. The maximum contract cost shall not exceed \$2,000,000, and the contract has a maximum duration of three years. Currently, the City has limited capacity and expertise to provide all the required design and technical services. The City advertised the Request for Proposals for As-Needed Engineering Services in San Diego Daily Transcript, San Diego Voice and Viewpoint, La Prensa, and Asian Journal, and on the City's website for contract opportunities. Twenty-two firms responded to the advertisement and six firms were short listed based on their

REPORT TO THE CITY COUNCIL
EXECUTIVE SUMMARY SHEET

qualifications using the evaluation criteria listed in the RFP. These firms were interviewed in conformance with Council Policy 300-7, and Harris & Associates was selected as highly qualified to provide the required services. This Agreement provides for professional engineering and design services for the design of various capital improvements projects. These services will be provided on an as-needed, hourly fee basis.

FISCAL CONSIDERATIONS:

The City agrees to issue a task order with the minimum aggregate value of \$1,000 to Harris & Associates. Funding for this minimum guaranteed amount of \$1,000 will come from WBS S-10042, Fitting Facility Expansion, Fund 400676, Equipment Division CIP Fund. The maximum contract amount shall not exceed \$2,000,000, on a task order basis and upon authorization by the department's contract administrator. Funding for future tasks will be from CIP projects requiring these services.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE):

Funding Agency: City of San Diego

Goals: 20% voluntary (MBE/WBE/DBE/DVBE/OBE)

Sub-consultant Participation: Due to the nature of this as-needed contract, the participation will be reviewed based upon the issuance of individual tasks. Harris & Associates has identified the following firms as likely to be used on tasks: CH2M Hill, Manuel Oncina Architects, Simon Wong Engineering, Dahl, Taylor & Associates, Allied Geotechnical Engineers, Right-of-Way Engineering, Estrada Land Planning, DownStream Services and Von Reiter Group.

PREVIOUS COUNCIL, and/or COMMITTEE ACTION:

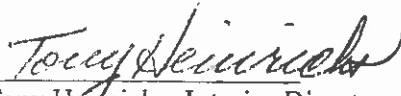
None.


COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

City staff and the consultant will work with the communities as applicable for projects receiving services by this agreement.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Upon approval of the Agreement, Harris & Associates could receive up to \$2,000,000.


Tony Heinrichs, Interim Director
Engineering and Capital Projects


David Jarrell
Deputy Chief Operating Officer, Public Works